

Office of the Attorney General
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JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

Contract Position **Home Owner Protection Unit (HPU) Investigator** **Consumer Protection Division**

Principal Duties

Attorney General's Office Contract HPU Investigators are responsible for collecting data/evidence from available sources, for the purpose of investigating and prosecuting real estate fraud and home owner protection cases for the State of Indiana. Some travel, including occasional overnight travel is required, as is the need to be flexible.

- Identify, collect, and prepare evidentiary materials in support of the investigation and prosecution of real estate, real estate appraisal, and mortgage lending fraud cases, at the direction of the assigned attorney.
- Conduct investigations and submit investigative summaries in a timely manner. Must be able to write detailed, yet clear and concise investigative summaries outlining the details of the information/evidence collected.
- Effectively and efficiently utilize available resources in the collection of evidence.
- Testify in disciplinary hearings and other administrative and judicial proceedings as necessary.
- Other duties as assigned by Director.

Qualifications

- To perform the job successfully, the individual must possess strong written and oral communication skills, proven case management and technical/computer knowledge, must be trustworthy, organized and highly motivated. Must also display tact, respect and ethical conduct in all aspects of their job, including the observing the need for confidentiality.

- The qualified candidate will have a strong background in real estate transactions, real estate appraisals, or other critical aspects of the real estate business, such as mortgage lending. An outstanding background in financial investigations or law enforcement investigations may be substituted for a real estate background, but a real estate background is strongly preferred.
- The qualified candidate must have a 4-year degree from an accredited college or university degree in a criminal justice or business related field, or a minimum of four (4) years of law enforcement or investigations experience, or possess the equivalent of college and work experience in law enforcement at a rate of one (1) year of college equal to one (1) year of law enforcement or investigations or real estate experience.
- Must pass a thorough background investigation and possess a valid Indiana driver's license.